



Classified/Competitive			
Class Code	Pay Plan	Class Title	Eff.Date
2259	CO - 07	CORRECTION OFFICER	Aug 7, 2015

PURPOSE OF CLASS:

In a Department of Correction facility this class is accountable for the confinement, safety, control and monitoring of sentenced and/or unsentenced inmates and security of the facility.

SUPERVISION RECEIVED:

Works under the general supervision of an officer of higher rank.

SUPERVISION EXERCISED:

May supervise inmate workers in assigned area.

EXAMPLES OF DUTIES:

Performs either a concentration or combination of the following functions, depending upon whether duty is on fixed or rotating post assignment:

- 1. SECURITY:** Performs periodic head count; conducts periodic search of all areas available to inmates; checks all incoming visitors and/or packages and/or mail for contraband; performs pat or strip searches of inmates as needed; secures access points to assigned area; checks area for fire safety and emergency evacuation procedures; monitors all movement through assigned area; transports inmates to and from courts, hospitals, half way houses, other institutions and directed destinations.
- 2. INMATE CONTROL:** Maintains log of inmate movement into and out of unit and verifies and/or authorizes movement through written (pass) or phone communication with sending and/or receiving staff for such activities as work assignments, counseling sessions, visitors, clinic and dental appointments, court appointments, meals, etc.; directs inmate access to rooms, recreation areas, dining areas, shower and telephone facilities, special group meetings and insures transition is orderly and timely; monitors inmates in above activities and insures discipline and security are maintained; evaluates and reports on inmate performance; participates in directed treatment activities as required; may be required to physically restrain inmates.
- 3. ADMINISTRATION:** Sets up and/or maintains records relating to admissions, court appearances, property, financial assets, medication, disciplinary actions, living assignments, work assignments, key control, use of force and/or restraint, punitive segregation, etc. in accordance with regulations; insures admissions, transfers and discharges are accompanied by appropriate paperwork; prepares reports and documentation relative to assigned activities; orders and dispenses supplies for assigned area.
- 4. COMMUNICATION:** Dispenses and collects commissary slips and orders; screens visitors to ascertain if authorized and grants or denies admission on judgment of perceived security risk; responds to emergency requirements in event of fire, escape or call for assistance; handles incidents and crisis situations involving inmates through use of effective oral communication skills; interfaces with related law enforcement personnel; may schedule inmate appointments with counselors, clinics, clergy and school; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY:

Considerable interpersonal skills; oral and written communication skills; considerable ability to understand departmental and institutional policies and regulations and apply them fairly and consistently; considerable ability to analyze situations quickly and accurately and adopt an effective course of action; considerable ability to work under pressure; ability to utilize computer software.

EXPERIENCE AND TRAINING:

Graduation from high school or certification of having passed the General Educational Development (GED) certification examination.

SPECIAL REQUIREMENTS:

1. Incumbents in this class must have reached their 21st birthday.
2. Incumbents in this class are required to successfully complete a formal training course in correctional work to develop the knowledge, skills and abilities to successfully perform the duties of the class.
3. Incumbents in this class may be required to possess and retain either a valid Motor Vehicle Operator's license, a Commercial Driver's license or both.
4. Incumbents in this class may be required to travel.

CHARACTER REQUIREMENT:

In addition to the checking of references and of facts stated in the application, a thorough background investigation of each candidate may be made before persons are certified for appointment.

PHYSICAL REQUIREMENTS:

1. Incumbents in this class must have general good health, be free from any disease or injury which would impair health or usefulness and possess and retain sufficient physical strength, stamina, agility, endurance and visual and auditory acuity required to perform all the duties of the class.
2. A physical fitness assessment will be required of all applicants.
3. A comprehensive medical examination, including a controlled substance screening, will be required of all applicants upon a conditional offer of employment.

WORKING CONDITIONS:

Incumbents in this class may be exposed to significant stress of confinement within a dangerous and volatile prison population and to considerable danger of injury from assaultive and/or abusive inmates and disagreeable conditions.

APPOINTMENTS:

Appointments to this class will be made from the certified list for Correction Officer. Candidates for these positions will be appointed as Correction Officer Cadets for a ten (10) week period and then promoted to the class of Correction Officer in the first full pay period following completion of the tenth week of the initial probationary period.

This replaces the existing specification for the title of Correction Officer in Salary Group CO 07 approved effective July 8, 2004. (2015 SCOPE Review)

2259A 8/24/15 cm

CC	Final#	Occup. Group	Bargaining Unit	EEO
2259	1480	(26)-Penal-Corrective Services	(08)-CORR OFFICERS (NP-4)	(4)-Protective Service